



Government of the District of Columbia  
Alcoholic Beverage Regulation Administration

## MANAGER'S LICENSE RENEWAL FORM

### For Official Use Only

License Period:

Initials:

Date:

**MANAGER'S INFORMATION** –Please indicate if any of the following have occurred since the last renewal period:

1. Please place an 'X' in the applicable box below:					
<input type="checkbox"/>	Name Change	<input type="checkbox"/>	Address Change	<input type="checkbox"/>	Change in Employment (Submit an employment certificate letter from your current employer)
2. Manager's Application Number		3. License Number			
4. Manager's Name					
Last		First		Middle	
5. Home Address					
Number		Street		City/State	Zip code
6. Home Telephone		7. Business Telephone			

### EMPLOYER INFORMATION

8. License Number		9. License Class			
10. Licensee's Name		11. Establishment's Telephone			
12. Establishment's Address					
Number		Street		City/State	Zip code
13. Certification: I hereby certify under perjury that the information in this application and attachments are true and correct to the best of my knowledge and belief. I will also conform to all laws and regulations related to the alcohol and beverage license for which I have applied.					
Signature		Subscribed and sworn to before me on this ____ day ____, 20__.		Notary Public My commission expires on ____.	
14. Please answer the question: In what language do you need vital documents translated, if any?					
15. Have you attached a copy of your alcohol awareness training certificate? ( ) yes ( ) no					

### INSTRUCTIONS FOR FILING A RENEWAL APPLICATION FOR A MANAGER'S LICENSE APPLICATION

Current manager's licenses expire at the end of June 2005. Please be advised that all managers can renew beginning June 1, 2005, however, in an effort to process these licenses expeditiously, please have your manager renew between June 1<sup>st</sup> and June 15<sup>th</sup> if possible. Our hours are 8:30 am to 3:30 pm, but we also encourage licensed managers to come renew during the off-peak hours of 8:30 to 10:30 am to avoid long lines in the Customer Service Center. ***Under no circumstances will anyone be processed after 3:30 pm.*** Failure to renew timely could result in a late penalty of \$50. Please see your cover letter for the dates that have been assigned to you for the renewal of the licenses. **Please read all questions carefully. Each question must be answered.** The fees will vary since Manager's licenses will be renewed based on birthdates. Please do not complete the amount of payment until you are advised of the amount. All payments can be made in the form of a check payable to the D.C. Treasurer, cash, or by credit card (except for American Express).

1. Please place an "x" to indicate if there is a name, address, or employment change.
2. Print your application number.
3. Print your license number.
4. Print your name (Last Name, First Name, Middle Initial).
5. Print your home address.
6. Print your home telephone number.
7. Print your business telephone number.
8. Print your employer's license number.
9. Print your employer's license class.
10. Print your licensee's name that appears on the ABC license.
11. Print the establishment's telephone number.
12. Print the establishment's address as it appears on the ABC license.
13. Certification/Affidavit: Please read, and have your signature notarized.
14. Please answer the question: In what language do you need vital documents translated, if any?
15. **ATTACHMENT REQUIRED:** The applicant must submit a copy of his or her certificate showing completion of an alcohol awareness training program within the previous 2 years from a Board approved training provider with his or her manager's license renewal application.

### SPECIAL NOTICE

The District of Columbia will provide appropriate auxiliary services including sign language interpreters whenever necessary to effectuate communication with members of the public who are deaf, hard of hearing or who may have other disabilities affecting communication. Please contact the ADA coordinator at (202)442-4423.